BSO Tutorial for Tax Year 2003 – Text-Only Version

Employer Report Status / Errors / Notice Information

Contains the following lessons:

- [View Employer Report Status Information](#)
- [View Employer Report Detailed Information](#)
- [View Social Security Number/Name Validation Notices](#)
- [View Error Information for Previously Submitted Wage Data](#)

Lesson 1: View Employer Report Status Information

Follow the instructions below to view the status of employer reports for your company.

NOTE: This link will not be displayed if you used your Social Security Number to log in to BSO, or if you did not provide an Employer Identification Number (EIN) when you registered.

Step 1:   Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

Step 2:   Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.

Step 3:   Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.

Step 4:   Enter your PIN and password.

Step 5:   Select the Login button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the Cancel button.)

Step 6:   Select the View Employer Report Status/Errors/Notice Information link. The system displays the Employer Report Selection page.

NOTE: The View Employer Report Status/Errors/Notice Information link will be displayed only if it is in your registration profile.

Step 7:   Select the Tax Year from the Please Choose a Tax Year drop-down menu. The current tax year is the default value in the Tax Year field.

Step 8:   Select the Continue button. The system displays the Employer Report Information page. (Otherwise, select the Cancel button to return to the BSO Home Page.)

Step 9:   Select the link in the Report Status column to display the processing status for the specific submission. The system displays the Explanation of Processing Status Codes pop-up window.

Step 10:   The status of your employer submission is located at the top of the pop-up window. A list of all status codes is also shown.

Step 11:   Select the Close Browser Window button to close the pop-up window. The system returns you to the Employer Report Information page.

Step 12:   Select the Return to Employer Report Selection button. The system displays the Employer Report Selection page.

Lesson 2: View Employer Report Detailed Information Page

Follow the instructions below to view employer error information for previously submitted wage data.

NOTE: This link will not be displayed if you used your Social Security Number to log in to BSO, or if you did not provide an Employer Identification Number (EIN) when you registered.

Step 1:   Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

Step 2:   Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.

Step 3:   Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.

Step 4:   Enter your PIN and password.

Step 5:   Select the Login button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the Cancel button.)

Step 6:   Select the View Employer Report Status/Errors/Notice Information link. The system displays the Employer Report Selection page.

NOTE: The View Employer Report Status/Errors/Notice Information link will be displayed only if it is in your registration profile.

Step 7:   Select the Tax Year from the Please Choose a Tax Year drop-down menu. The current tax year is the default value in the Tax Year field.

Step 8:   Select the Continue button. The system displays the Employer Report Information page. (Otherwise, select the Cancel button to return to the BSO Home Page.)

Step 9:   Select the Details link in the Employer Report Details column of the specific submission. The system displays the Employer Report Detailed Information page.

Lesson 3: View Social Security Number-Name Validation Notices (Pilot Participants Only)

Follow the instructions below to validate Social Security Number-name matches.

NOTE: This link will not be displayed if you used your Social Security Number to log in to BSO, or if you did not provide an Employer Identification Number (EIN) when you registered.

Step 1:   Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

Step 2:   Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.

Step 3:   Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.

Step 4:   Enter your PIN and password.

Step 5:   Select the Login button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the Cancel button.)

Step 6:   Select the View Employer Report Status/Errors/Notice Information link. The system displays the Employer Report Selection page.

NOTE: The View Employer Report Status/Errors/Notice Information link will be displayed only if it is in your registration profile.

Step 7:   Select the Tax Year from the Please Choose a Tax Year drop-down menu. The current tax year is the default value in the Tax Year field.

Step 8:   Select the Continue button. The system displays the Employer Report Information page. (Otherwise, select the Cancel button to return to the BSO Home Page).

Step 9:   Select the Details link in the Employer Report Details column of the specific submission. The system displays the Employer Report Detailed Information page.

Step 10: Select the View Name/SSN Validation Notice link to display all names and/or SSNs for each W-2 listed in the report. The system displays the Detailed Information for Error – Invalid Names and/or SSNs page.

NOTE: This page will be available in early 2004.

Step 11: Select the All Errors for Report link after reviewing the listing of invalid names and/or SSNs to access the All Errors for Report page.

Lesson 4: View Error Information for Previously Submitted Wage Data

Follow the instructions below to view employer error information for previously submitted wage data.

NOTE: This link will not be displayed if you used your Social Security Number to log in to BSO, or if you did not provide an Employer Identification Number (EIN) when you registered.

Step 1:   Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

Step 2:   Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.

Step 3:   Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.

Step 4:   Enter your PIN and password.

Step 5:   Select the Login button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the Cancel button.)

Step 6:   Select the View Employer Report Status/Errors/Notice Information link. The system displays the Employer Report Selection page.

NOTE: The View Employer Report Status/Errors/Notice Information link will be displayed only if it is in your registration profile.

Step 7:   Select the Tax Year from the Please Choose a Tax Year drop-down menu. The current tax year is the default value in the Tax Year field.

Step 8:   Select the Continue button. The system displays the Employer Report Information page. (Otherwise, select the Cancel button to return to the BSO Home Page.)

Step 9:   Select the Details link in the Employer Report Details column of the specific submission. The system displays the Employer Report Detailed Information page.

Step 10: Select the View Errors link to display all errors for the report. The system displays the All Errors for Report page.

Step 11: Select the Details link in the right-hand column of the specific error description. The system displays the Detailed Information for Error page.

Step 12: Select the All Errors for Report button after reviewing the error information to return to the All Errors for Report page.